Statewide Supervision System (S³) Information Page
Electronic Worksheet System (EWS): "Get Case" and Offender Information

Get Court Case from MNCIS using "Get Case" to populate offender and offense information

ACTION	RESULT	SCREEN SHOT
1. Select County from drop down menu, enter the court case number in appropriate box, and click the "Get Court Case" button. For example, select Carver from the list of counties and enter the case number as CR1058 in the "Court Case Number" box.	**Get Case – Court Information** page opens.	Get Case and Get Case – Court Information
2. If case information is correct, click "Ok." If not, click cancel and return to "Begin Worksheet" screen.	If "Ok" is clicked, offender information will populate on the **Begin Worksheet** screen.	Offender information
3. Under the "Court Case" section, enter the Conviction date, or if entering a pre-plea worksheet click the "Pre-Plea" box leaving the conviction date blank.	Court case information will be complete.	Court case information
4. Under the "Offender" section, verify that the populated information is correct and complete the "Race" and "Ethnicity" boxes. After completing required offender information, click "Save and Go to (Add Offense).	Offender information will be complete and **Choose Date of Offense** page opens.	Completed Offender information and Add Offense